



Marlboro Township

Department of Recreation

1996 Recreation Way, Marlboro, New Jersey 07746

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SUMMER CAMP EMPLOYMENT APPLICATION PACKAGE

This employment package has been prepared to inform you of the commitment we require from our staff. Below is a list of dates that you **must** be available to work as well as the Staff Attendance Policy.

Attached you will find our employment application which must be completed in its entirety along with the Counselor job description.

Applications must be returned by

JANUARY 31, 2015. Applications received after January 31, 2015 will be kept on file and may not be granted an interview.

If you have any questions please contact Recreation Office.

EMPLOYMENT DATES - MANDATORY

New Counselor Orientation

**Saturday June 20, 2015
(tentative date)**

ALL Staff Orientation

Friday June 26, 2015

Camp dates

**Monday June 29 - August 7, 2015
No Camp on Friday July 3rd**

ATTENDANCE POLICY

Since staff absences can adversely affect site operations as well as coworkers and campers, an excellent attendance record is expected of all employees. Should an absence occur without prior written approval from the Assistant Superintendent of Recreation, a letter of explanation must be presented immediately upon return to work. An absence of this type will be reviewed by senior camp administrators who will, at their sole discretion, designate the occurrence as either excused or unexcused. Unexcused absences will result in disciplinary action that could include immediate termination of employment.